



## Travel Reimbursement Form

1. Travel Reimbursement Forms must be submitted by the Tuesday before payday to Gwen Smith at [gsmith@mt.gov](mailto:gsmith@mt.gov), OPI Title I, PO Box 202501, Helena, MT 59620-2501
2. Please attach *original* receipts for hotel or "other" expenses. You do not need receipts for meals. No travel reimbursement forms will be submitted without original receipts.
3. Performance Data Reports (PDR) must be completed before travel reimbursement forms will be turned in for reimbursement.
4. Complete one travel reimbursement form for each trip.

Name:

Budget #: 658

Destination:

Point to Point Travel:

Means of Travel:

Purpose of Trip:

Departure Date:

Departure Time:

Completion Date:

Completion Time:

Did you visit schools? Yes

No

School:

Meals provided at no charge to you:

List below meals purchased by you for reimbursement - Per diem: Breakfast = \$5 Lunch = \$6 Dinner = \$12

Date	Breakfast	Lunch	Dinner	Mileage	Hotel	Other
Totals	\$	\$	\$	mi.	\$	\$

Signature:

Date: